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ATTACHMENT

Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070018-0

MEMORANDUM FOR: (Addressee as determined from Paragraph 4 of covering memorandum)

SUBJECT : (Name of the individual or activity involved with the claim or requested action)

1. PROBLEM:

Concise statement of the problem. A statement should be included in this section of the staff study to the effect that: "A recommendation for action under authority of [REDACTED] is contained in Paragraph ___ below." 25X1A 25X1A

2. FACTS BEARING ON THE PROBLEM:

- a. List essential facts in logical sequence.
- b. List only important facts bearing directly on problem, supported, where possible, by documentary evidence or statements signed by the individual involved.
- c. List unfavorable as well as favorable facts.

3. DISCUSSION:

A careful analysis of the essential facts, presenting considerations pro and con, to arrive logically at the conclusions and recommendations.

4. CONCLUSIONS:

- a. Statement of the results derived from a reasoned judgment of the effects and implications of the essential facts.
- b. Alternate lines of action are eliminated in this paragraph.

5. ACTION RECOMMENDED:

- a. Provide a direct solution.
- b. Chart a complete, concise and clear-cut course of action permitting simple approval or disapproval.

(Signature)

(Title of the official submitting
the Staff Study to the addressee)

APPROVAL:

(Chief of Staff or Area Division)

(Date)

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SUBJECT : (Name of the individual or activity involved with the claim or requested action)

CONCURRENCE OR COMMENTS:

(Date)

Recommendation contained in Paragraph 5 above is approved/disapproved:

(Date)

(LD/S will be approving authority for all cases except (d) cases of \$500 or less, where SSA-LD/S has approving authority.)

ANNEXES:

Supporting documentation to the claim should be attached to the staff study, and reference thereto should be clearly set forth in the body of the study.

NOTE:

Although such summary staff studies must include all relevant facts, such submissions should be kept to the essential minimum -- one page, if possible.

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